

**Minnesota Board of Nursing
Complaint Resolution Committee**

1210 Northland Drive, Suite 120

Mendota Heights, MN 55120

12:30-1:30 p.m.

February 5, 2026

Minutes

Board Members Present: Kate Lynch (Chair), Katie Berntson, Jacqui Cunningham, Latasha Lee, Cindy Petty, Patrick Soria

Board Staff Present: Deb Topham, Director of Practice and Compliance

Public Present: None

- I. Call to order at 12:30 pm
- II. Review agenda –
- III. Assess Utility of NCSBN Pathway –Committee believed it would be helpful to review materials related to complaint resolution process in conjunction with the pathway
 - a. Action: Board staff to send copy of the NCSBN (National Council of State Boards of Nursing) Pathway, civil penalty guidelines, DHS (Dept. of Human Services) disqualifying events; requesting copy of Nurse Practice Act/Regulations & Rules, Nursing Practice worksheet, and Board Member Script for delivering
- IV. Develop Metrics for Evaluation of Complaint Resolution Process and Outcomes
 - a. Deb reviewed current metrics. Committee would like to see licensees and applicants separated.
 - i. Action: Board staff to bring data to committee meeting for presentation at the next Board meeting.
- V. Conference Calendar- Board members requesting to know dates of conferences
 - a. Concern: Board members give available dates to Board staff and hold those dates open then don't hear back when they are scheduled. Not always used. Impacts work schedules.
 - i. Action: Deb will send out the calendars with Board members assigned to those dates.
 - b. Could invites come out sooner?
 - i. Action: Deb will reiterate with Nursing Practice staff to get calendar invites out earlier, as soon as Notice of Conference (NOC) is served.
- VI. Consistency of Civil Penalty Guideline Use – deferred to next meeting

Meeting adjourned at 1:20 pm.

Recorded by Deb Topham, Director of Practice and Compliance